



## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

WE CONSIDER APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR ANY NON-JOB-RELATED DISABILITY. EQUAL ACCESS TO PROGRAMS, SERVICE AND EMPLOYMENT IS AVIALABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY THE INDIVIDUAL RESPONSIBLE FOR HUMAN RESOURCES. PLEASE READ BEFORE FILLING OUT THIS APPLICATION.

**IMPORTANT:**

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Applications will be considered for vacancies which arise during the 60-day period following submission. Applicants should complete an updated application if not contacted and/or hired during this 60-day period.

Please complete this form carefully in your own handwriting. Replies to all questions will be held in strictest confidence. If your answers or statements require additional space, obtain supplemental sheets from personnel receptionist.

Last Name		First		Middle	
Name most often called (Nickname)			Phone		SSN:
<small>Note: New Employees will be required to substantiate residency status in compliance with the Immigration Reform Act of 1986.</small>					
Present Address		Street	City	State	From
					To
Show for last 5 years					
Position Desired:		How soon could you report to work?		Rate of pay expected:	
Full-Time      Part-Time					
Do you plan to work:		Less than ONE year		<input type="radio"/> One to two Years	<input type="radio"/> Indefinitely
Kind of transportation to & from work:		<input type="radio"/> Car	<input type="radio"/> Bus	<input type="radio"/> Other:	
How did you come to apply?		<input type="radio"/> Job Referral	<input type="radio"/> Newspaper Ad	<input type="radio"/> Job Fair	<input type="radio"/> Online Job Search <input type="radio"/> Bank Website
Have you ever been bonded?	Have you ever been refused bond?	If so, state reason and date:			
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	(In order to secure a position in a bank, your past record must be good; it is useless to apply unless a fidelity bond can be secured.)			
Have you ever been convicted for the violation of theft, embezzlement, misappropriation, larceny, forgery, or other felony? <input type="radio"/> Yes    No					
<small>If so, state date, court, and place where offense occurred:</small>					
Do you have a driver's license?		<input type="radio"/> Yes <input type="radio"/> No	Has it ever been revoked? <input type="radio"/> Yes <input type="radio"/> No		
Are you indebted to any source at this time? <input type="radio"/> Yes <input type="radio"/> No					
<small>If yes, itemize below including indebtedness of spouse. If no debt exists, list credit references: (see boxes on following page)</small>					



Creditor	Reason	Monthly Payments	Balance Due
Make & Model of Auto:		Own Home <input type="radio"/> Rent <input type="radio"/> Board <input type="radio"/> Per Month _____	Savings or Checking Account?
		If Homeowner, Current Value: _____ Mortgage: _____	<input type="radio"/> Yes <input type="radio"/> No
Do you have any outside income?		Source and Amount per year:	
<input type="radio"/> Yes <input type="radio"/> No			

SHOW PRESENT AND PAST EMPLOYMENT, INCLUDING PART-TIME EMPLOYMENTS						
Employment Dates Month/Year	Employment	Salary		Type of Business	Position	Reason for Leaving
		Start	Final			
From	Co. Name	Per	Per			
To	Address					
From	Co. Name	Per	Per			
To	Address					
From	Co. Name	Per	Per			
To	Address					
From	Co. Name	Per	Per			
To	Address					
EXPLAIN ALL UNEMPLOYMENT INTERVALS EXCEEDING TWO WEEKS						
From	To	State your activities during this period		Can someone verify your activities during this period? Please List		
Have you ever been discharged or requested to resign from a position? <input type="radio"/> Yes <input type="radio"/> No						
If so, Explain:						



Does your present employer know of your plans to change employment? <input type="radio"/> Yes <input type="radio"/> No	Why do you desire to make a change?	Have you ever held a position of trust (handling money or confidential material)? <input type="radio"/> Yes <input type="radio"/> No
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**GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS**

NAME	ADDRESS	OCCUPATION	YEARS KNOWN

Have you ever been in the U.S. Armed Services? Yes <input type="radio"/> No <input type="radio"/>	If so, what branch?	Do you plan to enter a military unit? Yes <input type="radio"/> No <input type="radio"/>
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Date entered service:	Date of discharge:	Rank at discharge:	Serial Number:
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Special Military Schooling, Training, or Experience:	If you are now a member of a National Guard or Reserve Unit, state name and location of unit:
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What is your Reserve or Guard status at this time? <input type="radio"/> Standby <input type="radio"/> Ready	State remaining period of current enlistment or commission:	Do you plan to continue a Reserve or Guard program after your primary obligation is completed? <input type="radio"/> Yes <input type="radio"/> No
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List any special schooling (extension, night, business, etc.) NAME and LOCATION	From	To	Graduated	Diploma/ Degree	Major & Minor Studies	Grade Average
GRADE SCHOOL						
HIGH SCHOOL						
COLLEGE						
OTHER						

**ACTIVITIES (Civic, athletic, etc.)** (Exclude organizations, the name, or character of which includes the race, creed, color, religion, or national origin of members)

Do you plan to continue your education? <input type="radio"/> Yes <input type="radio"/> No	If so, do you have outstanding at present any applications for admission to any school? <input type="radio"/> Yes <input type="radio"/> No	If yes, where?
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**WHAT FOREIGN LANGUAGE DO YOU SPEAK, READ, OR WRITE?**

Check the appropriate space below to show experience or training in the skills or equipment named. Also, name and briefly describe courses taken in school, present or past positions, or other experience that will especially fit you for which you apply.

<input type="radio"/> Computer Operator	<input type="radio"/> Typing Speed	<input type="radio"/> Other:
<input type="radio"/> Microsoft Office (Word, Excel, Outlook, etc.)	<input type="radio"/> Credit Investigation	
<input type="radio"/> Adding Machine	<input type="radio"/> Dictating Equipment	



- a) I hereby agree to being fingerprinted before or during my employment and agree to my fingerprint record being processed by the FBI.
- b) In Consideration for the Banks review of this application, I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for disqualification from further consideration for hire or dismissal. Further, I understand that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at my option or the Bank at any time without pervious notice.
- c) I fully understand that because of the nature of the business conducted by the Bank that all information, whether written, spoken, or otherwise communicated or obtained, and all files and records of any and every description, relating to the business of the Bank or to anyone with when the Bank has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter the employ of the Bank, I am not to, and will not at any time, communicate or reveal and business of the Bank or any such information or records or files or the matters contained therein to unauthorized personnel within the Bank, or to anyone outside the Bank. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.
- d) In the event of my employment to a position in the Bank, I will comply with all rules and regulations as set forth in the Bank's policy manual or other communications distributed to all employees. I understand and agree that my employment is for no definite period and that failure to comply may result in my termination at any time and without any pervious notice. I agree to complete a health evaluation form. Additionally, I authorize the Bank, in consideration for the Bank's review of this application, to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency, or other party with a legal or proper interest.
- e) I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.
- f) As a candidate for employment, I realize that the Bank requires information concerning my past work performance, background, and qualifications. Much of this information may only be supplied by my prior employers. In consideration for the Bank evaluating my application, I request that the previous employers referenced above provide information to the Bank's human resource representatives concerning my work performance, my employment relationship, my qualifications, and my conduct while an employee of their organizations. Recognizing that is information is necessary for the Bank to consider me for employment, I release these prior employers and waive any claims which I may have against those employers for providing this information.
- g) I hereby acknowledge that I have read the above statement and understand the same.

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Application Date

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Applicant's Signature